

**RESOLUTION ORDERING PUBLICATION AND SOLICITATION OF BIDS FOR THE ASHTABULA COUNTY DEPARTMENT OF ENVIRONMENTAL SERVICES - NEW OFFICE BUILDING**

WHEREAS, a request has been submitted to this Board for the publication and solicitation of competitive bids for the Ashtabula County Department of Environmental Services New Building Project; and

**Project Description:**

The project includes all labor, equipment, and materials to construct a new wood framed office building per the plans and specifications, including site work, foundation, concrete flatwork, framing, finishes, mechanical, electrical, and plumbing trades. The building is proposed to be 5,250 square feet.

**Estimate of Cost:** \$1,700,000.00

**Publication:** April 30, 2026

**Bid Opening:** May 22, 2026 at 3:00 P.M.

**Project Completion Date:** 180 days from the Notice to Proceed Issue Date

WHEREAS, because the estimated project cost exceeds \$79,568.00, competitive bidding is required in accordance with Ohio law; and

WHEREAS, funding for this project is provided through water and sewer funds; and

WHEREAS, Prevailing Wage requirements apply to this project; now

BE IT RESOLVED, by the Board of Commissioners of Ashtabula County, Ohio, that bids be solicited, with the bid opening to be held at the office of the Ashtabula County Commissioners, 25 West Jefferson St., Jefferson, OH 44047, on the date and time listed above, unless extended by addendum.

BE IT FURTHER RESOLVED, that the Clerk of the Board is directed to advertise the bid opportunity in the newspaper, post on the website at [www.ashtabulacounty.us/bids](http://www.ashtabulacounty.us/bids) and to post notice on the designated bulletin board, in accordance with statutory requirements. Any changes to the bid process, including extensions or modifications, will be communicated through an official addendum.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

Resolution No. 2026-203

April 28, 2026

**RESOLUTION ORDERING PUBLICATION AND SOLICITATION OF BIDS FOR THE  
ASHTABULA COUNTY DEPARTMENT OF ENVIRONMENTAL SERVICES - NEW  
OFFICE BUILDING**

Upon the motion of Kathryn L. Whittington, seconded by Casey R. Kozlowski.

**VOTE:**

Casey R. Kozlowski  
Kathryn L. Whittington  
J.P. Ducro IV

Aye  
Aye  
Absent

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.

*Lisa Hawkins*

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Lisa Hawkins, Clerk of the Board  
Board of County Commissioners  
Ashtabula County, Ohio

**NOTICE TO BIDDERS**

Sealed bids will be received by the Board of County Commissioners for Ashtabula County, Ohio ("COUNTY") c/o Lisa Hawkins, Clerk, 2<sup>nd</sup> Floor, Old Courthouse, 25 West Jefferson St., Jefferson, Ohio 44047; until 3:00 p.m. EST on May 22, 2026, and publicly opened thereafter in the Commissioners' Conference Room at the above address for:

**Ashtabula County Department of Environmental Services- New Office Building**

located at 152 East Erie St., Jefferson, OH 44047

Project Opinion of Probable Cost: \$1,700,000.00 (Base Bid)

The project includes all labor, equipment, and materials to construct a new wood framed office building per the plans and specifications, including site work, foundation, concrete flatwork, framing, finishes, mechanical, electrical, and plumbing trades. Work must be substantially complete 180 calendar days after the issuance of the notice to proceed.

This legal notice may be accessed at: [www.ashtabulacounty.us/bids](http://www.ashtabulacounty.us/bids). The bid documents will be available at Roller Reprographic Services, 11907 Market Street, North Lima, Ohio, 330-549-0377, [www.rollerreprographics.com](http://www.rollerreprographics.com), where bidders may access their on-line plan room or purchase printed sets at the actual cost being charged by the printer per each set.

No electronic submissions will be accepted. Fully completed Bid Forms must be sealed, enclosed and addressed to the Board of Ashtabula County Commissioners, Attn: Lisa Hawkins, Clerk, at the above address, and clearly marked **Ashtabula County Department of Environmental Services- New Office Building**.

A pre-bid meeting will be held on Wednesday, May 13, 2026 at 5:00 p.m. at the current office of the Ashtabula County Department of Environmental Services, Conference Room, 36 West Walnut St., Jefferson, OH 44047. Bidders may attend to hear project details and scope. Bid documents will be reviewed at this meeting.

All questions must be emailed to Dennis Bowman at [dennis@fbengineeringinc.com](mailto:dennis@fbengineeringinc.com), by 12:00 p.m. EST on Friday, May 15, 2026; responses will be issued no less than 3 days prior to the bid deadline.

Each bid must be in strict compliance with all the Instructions to Bidders to be considered for contract award.

Each bid must comply with all Instructions to Bidders and include, per ORC 153.54, a bid bond for 100% of the bid amount **or** a certified check, cashier's check, or irrevocable letter of credit equal to 10% of the bid. Security will be returned upon contract execution or bid rejection.

Bids may be held for up to sixty (60) days after opening. The County reserves the right to reject any or all bids, waive informalities and to disregard all non-conforming, nonresponsive or conditional bids, or to increase or decrease or omit any item or items.

Prevailing wage requirements apply to this project.

By order of the Board of Commissioners of Ashtabula County, Ohio: Casey Kozlowski, Kathryn Whittington J. P. Ducro IV.

Lisa Hawkins, Ashtabula County Clerk of the Board

Publish: Star Beacon-April 30, 2026